



BOBBY JINDAL
GOVERNOR

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245

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225-274-4125



SHERRI H. LEBAS, P.E.
SECRETARY

August 9, 2011

Dear Airport Sponsor/Manager,

The LA DOTD Aviation Section is preparing for the FY 2012-2013 Aviation Priority Program. For the development of the Priority Program, please provide us with your most recent list of projects in priority order by using the attached Capital Improvement Program (CIP) form. This form serves as your application for state financial assistance.

The CIP project application needs to be supported with a "Requesting Resolution" signed by the Sponsor. The attached SAMPLE RESOLUTION covers all the legal requirements that we must meet as required by state law. Please notify this office should you desire an electronic version of the sample resolution.

The priority process depends heavily on planning data to evaluate the relative merits of a project therefore; all project requests **must**, accordance with LA Revised Statutes Title 2 Aeronautics Paragraph 802.A, include the following:

1. Description of the project and demonstration of immediate need for the project.
2. Preliminary project design and cost estimate.
3. Description of project area, which should include a sketch.

The State is aware that project priority and/or project description can change over time. In effort to keep our State records current, all projects listed on the Aviation Supplemental Program FY 2012-2016 may be removed from the program unless they are included, with the above required documentation, on your CIP project application and resolution.

By law, to be considered for the FY 2012-2013 Aviation Priority Program, all project requests and resolutions must be received by our office **no later than the close of business Tuesday, November 1, 2011**. Our office will be relocated to DOTD Headquarters in the next several months but please return your application, resolution, and supporting documentation via the address below until further notice.

LA DOTD Aviation Section
8900 Jimmy Wedell Dr, Room 123
Baton Rouge, LA 70807
or fax to (225) 274-4181

If you have further questions please contact your Program Manager or this office at (225) 274-4125.

Sincerely,

BRAD BRANDT
AVIATION DIRECTOR

Attachment: Sample Requesting Resolution
CIP Application for State Financial Assistance Form